

Purpose of Checklist

This checklist will help to assure that your submitted plan is consistent with City of Centennial regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom and submit it with your application and submittal materials.



Land Development Code Correction Plat Checklist

Site Plan Checklist

Please check off the following items to assure your application is complete. Sign and submit this checklist with your application.

Applicant Staff

		General Information. Project name, type of proposal, legal description of the plan or plat's land area, date of the drawing, scale, north arrow, and existing zoning of the parcel proposed for development. Each sheet shall have the case number at the bottom left-hand corner that reads, "Case No. XX-XXX."
		Additional Requirements for Correction Plats. The correction plat shall encompass the entire area of the original plat and shall be exactly the same as the plat being corrected with the following exceptions: <ol style="list-style-type: none">1. The name of the correction plat shall be the same as the name of the plat being corrected, as dedicated, followed by the phrase "Correction Plat." The name of the plat shall be so corrected wherever it appears on the plat.2. Signature blocks for all owners of property within the boundaries of the subdivision.3. All standard and specific notes applicable to the correction plat in their current format.4. All corrections identified in the application.5. A table listing all corrections on the plat, including the original information and the correction.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by the City of Centennial, and that all documents provided have been submitted in accordance with the requirements and guidelines of the City of Centennial.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date



Land Development Code Correction Plat Checklist

Submittal Checklist

Electronic Submittal

Applicant Staff

		Completed and signed land use application form
		Application Fee (as determined by staff on fee sheet)
		Written letter of intent that explains, justifies and validates the request, stating all facts relied upon and providing documentation where possible.
		Proof of ownership which includes an updated, dated within 90 days, or current title insurance policy or title commitment, including hardcopies of all exceptions listed in Schedule B-2.
		A Notarized letter of authorization from the landowner(s) permitting a representative to process the application with a disclaimer that no other party's consent is required.
		Correction Plat exhibit (per Section 11.2.804.C of the LDC). The format for all plats shall be in upper-case sans serif. Font size shall be readable when reduced to 11"x17" size. No plats shall include copyright restrictions.
		Certificate of taxes paid from Arapahoe County (actual certificate, not computer printout from Assessor's office webpage).

NOTE: YOU MUST BRING THIS MATRIX WHEN YOU SUBMIT YOUR APPLICATION
STAFF WILL NOT ACCEPT APPLICATION MATERIALS THAT ARE NOT COLLATED AND FOLDED.

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